



United States Department of State

U.S. Embassy Pristina

VACANCY ANNOUNCEMENT
01/2009

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: **FMF (Foreign Military Financing) CASE MANAGER, FSN-8**

OPENING DATE: JANUARY 14, 2009

CLOSING DATE: JANUARY 28, 2009

WORK HOURS: FULL-TIME; 40 HRS/WEEK

SALARY: Ordinarily Resident (OR) (FSN-8; €16,130.00)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Pristina is seeking a qualified individual for the position of **FMF (Foreign Military Financing) CASE MANAGER**, in the Office of Defense Cooperation Section.

BASIC FUNCTION OF POSITION

(1) FMF CASE MANAGER (70%)

Assist ODC Chief with management of millions of dollars of Foreign Military Sales (FMS) programs. Case manager and correspondence link between the Kosovo Ministry of Defense with the US counterparts. Implement system with Customs officials to expedite movement of FMS property. Creation, maintenance and update of FMS files.

(2) LIAISON OFFICER (20%)

Liaison officer to the Kosovo Ministry of Defense includes: daily contacts with the Ministry counterparts regarding current and future activities, schedule and attend meetings, written correspondence and translation services.

(3) HUMANITARIAN ASSISTANCE PROGRAM (HAP) (10%)

Responsible for Humanitarian Assistance Program (HAP), including Excess Property Program which involves: responsible for analysis and submission of the projects, following the progress of the projects, project evaluations, responsible for the MIPRs and transfer of money assisting in customs clearance of the arrived equipment, continuous contact and correspondence with the contractors and the local staff, project development reports and final reports. Humanitarian Assistance and Excess Property projects vary from \$30,000 to \$350,000.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: Completion of college in general studies.

Experience: Minimum two years of prior office administrative/budgetary working experience.

Language proficiency: Level 4 (fluency in reading/writing/speaking) English, Albanian and Serbian.

Job Knowledge: Must have good knowledge of the Mission as well as all functions and aspects of the Office of Defense Cooperation. Must have good knowledge of the military and political circumstances in the host country and be aware of the security situation.

Skills and abilities: Must have the ability to complete all tasks related to the other ODC programs. Must be fully proficient in military terminology, including military acronyms and phrases. Must cooperate closely with host country officials that are building the national military strategy program.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. The candidate must be able to obtain and hold a security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (OF-612)
2. Current resume or curriculum vitae that provides the same information as an OF-612
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. Copy of UNMIK ID or copy of Passport

SUBMIT APPLICATION TO

U.S. Embassy Pristina
Human Resources Office
Pristina, Kosovo

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - US Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority.
2. EFM: An individual related to a US Government employee in one of the following ways:
 - Spouse;
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:
 - Not an EFM; and,
 - Not on the travel orders of the sponsoring employee; and,
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.
4. Not Ordinarily Resident (NOR) – An individual who:
 - Is not a citizen of the host country; and,

- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: JANUARY 28, 2009

The US Mission in PRISTINA provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.